

Transportation Dispatcher -Starts on April 2, 2007.

SUMMARY OF FUNCTIONS

Coordinate activities of drivers en route; AM/ PM Dispatcher. Assign sub-drivers, serve as a sub-bus driver, maintain bus and trip records; dispatch trips. Must have good computer skills, multi-task and be proficient in the use of Microsoft Word and Excel.

QUALIFICATIONS:

Specific training or job experience required before appointment.

High school diploma or equivalent certification; Arizona certification to operate school bus preferred; passage of State required physical exam; good driving record; two years experience as radio dispatcher; one year supervisory experience preferred. **Employees will submit to random drug testing.**

Contact: Cheryl Shaul – Director of Transportation

Humboldt Unified School District#22

(928) 759-4592